Accredited Standards Committee
NCITS, National Committee on
Information Technology Standards*
NCITS/L3, Audio/Picture Coding

Document:	**NCITS/L3002-00xx**
Date:	**2002-04-15**
Project:	**Administration**

Reply to:
Mike Rubinfeld
Chair, NCITS/L3
National Institute of Standards and
Technology (NIST)
100 Bureau Drive
Bldg. 225, MS: A216
Gaithersburg, Maryland 20899-8940
Voice: (301) 975-3064, fax: 301-975-5287
E-mail: miker@nist.gov

To:	**NCITS/L3 Members**
From:	**Chair, NCITS/L3**
Subject:	**Draft Agenda # 34 NCITS/L3 - Audio/Picture Coding**
	2002-04-26 Chandler, Arizona
Purpose:	**Information**

Attached:

Draft Agenda for referenced meeting

DRAFT AGENDA
NCITS/L3 Meeting # 34
8:00 AM - 3:00 PM
Friday, April 26, 2002
Chandler, Arizona

1. **Administrative**
    1.1. **Call to Order/Welcome/Logistics**   **M. Rubinfeld**
    1.2. **Appointment of Recording Secretary**   **M. Rubinfeld**
    1.3. **Appointment of Parliamentarian**   **M. Rubinfeld**
    1.4. **Chairman's Remarks**   **M. Rubinfeld**
2. **Membership and Attendance**   **A. Tescher**
    2.1. **Introduction of Attendees and New Members**
    2.2. **Roll Call of Members in Jeopardy Due to Failure to Attend**
          Meetings   **Pete Schirling**
3. **Membership Report**
    3.1.   **Quorum Determination**   **Pete Schirling**
    3.2. **Approval of Draft Agenda (Ref.: NCITS/L3002-xx)**   **Mike Rubinfeld**
4. **Meeting Planner – Karen Andersen**   **Preferred, Inc**
    4.1. **Future meeting requirements**
    4.2. **Meeting Fee Evaluation**   **M. Rubinfeld**
    4.3. **Future Meetings – NCITS/L3**   **Preferred, Inc.**
          4.3.1.   **Meeting #35   2002-09-023/27– Burlington, Vermont**
          4.3.2.   **Meeting #36   2003-01 – St. Augustine, FL**
          4.3.3.   **Meeting #37   2003-04 – Chicago or Rapid City, SD**

          4.3.4.   **Meeting #38   2003-09 – Chapel Hill, SC or Ashville, NC**
          4.3.5.   **Meeting #39   2004-01 - West**
          4.3.6.   **Meeting #40   2004-04 – Las Vegas, Nevada**
          4.3.7.   **Meeting #41   2004-09 – Washington, DC**

5. **Treasurer's Report**   **M. McGinty**
6. **Approval of Past Meeting Reports**   **M. Rubinfeld**
    6.1.   **Meeting #33, 2002-01-10/14, Hilton Head, SC (L3001-00xx.DOC)**
7. **Reports**
    7.1. **NCITS/L3.2 - SC 29/WG 1**   **B. Brower**
    7.2. **NCITS/L3.1 - SC 29/WG 11**   **P. Schirling**
    7.3. **NCITS/L3 - SC 29**   **A. Tescher**
8. **Discuss and Approve Delegation Rosters for WG01 and WG11**   **Mike Rubinfeld**
9. **Apoint Heads of Delegation for WG01 and WG11**   **Mike Rubinfeld**
10. **Review and Approval of Resolutions**   **M. Rubinfeld**
11. **Review and Approval of Delegation Rosters and HoDs**   **A. Tescher**
12. **Old Business**
    12.1. **Continuation of Projector volunteer Incentive**
    12.2. **L3 to Host SC29/WG11 Meeting in May, 2002**
          12.2.1. **Call for donations**
          12.2.2. **Social Night Suggestions**   **M. Rubinfeld**
13. **New Business**   **M. Rubinfeld**
    13.1. **Need for Surcharge on L3 Members for future L3 hosted WG01 and WG11 Meetings**
    13.2. **Other New Business**   **Mike Rubinfeld**
14. **Review of Action Items**   **Recording Secretary**
15. **Roll Call**   **M. Rubinfeld**
16. **Adjournment**